

**Palmer Memorial Episcopal Church**  
**Finance Committee Meeting**  
**Minutes of June 16, 2022**

A. Opening

1. Attendance: Jessica Evans, Pam Harvey, Dave Maxey, Tara McConathy, David Robinson, Dick Sylvan, Dick Viebig, Kirk Waldron, Larry Wood
2. Dick V. opened the meeting with a prayer.
3. The minutes of the May 2022 meeting of the Finance Committee were moved for approval by Dick V., seconded by Dave M. and approved by all.

B. Audit Report

1. The Committee jumped right in to a quick summary of the audit committee. Just prior to the start of this Finance Committee meeting, the sub-committee met with Mimi Holt and Bonnie Choy from Blazek & Vetterling, the audit group. They said that if we are interested, there may be a possibility to get rid of the modification (regarding the rectory). The sub-committee thanked the auditors for looking into that and they would discuss it further
2. The Report to Management has identified some deficiencies. Jessica is responsible for cash disbursement; we need to continue to strengthen our internal controls and independently review credit card purchases. Tara needs to look closely at transactions going through electronic disbursements. One option would be to have Jessica set up the online payments but also have it set so that Tara or another check signer has to approve the payment before it goes through. Another would be for Tara to look closely, not just at the invoices that Jessica pays online but at the bank statements to make sure the final amount cleared matches the invoices and that no additional payments are made to other vendors. Tara and Jessica will work on a system and report back to the Finance Committee in August. The other minor note was to have someone else review Tara's credit card statement. Right now, she is the one who is responsible for the card, and matching receipts, and assigning the operating account code but who is verifying that the purchases are all for Palmer? Need to have someone else on staff review charges.

C. Financial Reports

1. Larry W. opened with a summary and shared that we are in ok shape going into the summer if you back out the building insurance. We are a little short on the revenue side but not drastically so.
2. David R. shared that he was invited to an Endowment Board meeting by Mike Soika and they asked me to share with you that we are going to run out of money by October of this fall. In past sessions, we have recognized that gap and we will enter the summer with eyes wide open. They are concerned about the 100K deficit gap we passed in the budget and they are keeping a watch on the finances.
3. David R. continued to share with the committee that we got the \$50k Bishop Quinn grand and \$10K matching fund, so we reached out to another source who readily granted the second \$10K so we are now fully funded, even though the checks aren't in the bank, it's as good as. The real kick off for the consultant process will line up with the fall programing in early September. It's a real process, not just a weekend workshop. The vestry feels very, very good about who we chose and what is planned.
4. Statements went out with reminders from pulpit to keep current. These are both important reminders to the parish to pay pledges.
5. \$5K under in expenses for the month. The building insurance is a timing issue and a positive variance in clergy salary is helping. We are controlling expenses but revenue is our risk.
6. Dick V. moved to approve submission of the May financial statements to the Vestry, Dick S. seconded and the motion was approved by all.

D. Other Discussion Items

1. New Committee Member

- a) Bet H. has recommended Kip Krauss to fill her spot on the Finance Committee now that she has stepped off. Larry W. spoke with Kip and he did express interest in joining. He said that he is traveling over the summer but could be available to join in the fall. The committee all agreed to extend the invitation to Kip.

2. Compressor & Ceiling Tiles

- a) Tara M. spoke about this topic. She shared that Trane factory is sending out a technician to do an independent assessment to see if there is a reason why the compressor failed. MLN did this too at the time it failed but the B&GC decided a second opinion was in order. The estimated cost to replace the compressor is \$15K but we are hopeful that our connection with Wylie Engineering might get us a cost break by going through the Trane Factory people. Also, the ceiling tiles need to be cleaned and repainted by an historical preservationist. The initial proposal for this work is around \$23K.
- b) The B&GC is proposing a fundraiser to help raise money to cover these two large expenses. They would like to partner with the Creative Arts Community, who are planning for the next art show to feature unique artistic pieces from around Palmer, some of which include architectural elements, so a B&G fundraiser at the show opening seemed like a good idea. David R. asked why the urgency to do the ceiling tiles? Tara M. said that the B&GC had received concerns from multiple parishioners over the past year that led to the investigation of the state of the tiles. After determining that they are not, in fact, damaged from any kind of leak or other issue and that it is just years of dirt accumulation likely caused by the circulation from the AC system paired with candle smoke, it was decided that the best path forward would be to clean and repaint them so that parishioners can see we are taking care of the facility. The second area being addressed by the preservationist was caused by a roof leak but the leak has been repaired and the damage just needs to be repainted.
- c) David R. said that it might need to be a vestry decision on how to balance fund raisers with stewardship, etc. Pam Harvey will reach out to David Candler prior to the Tuesday night Vestry meeting to make sure he is ready to brief the vestry on this subject at their meeting. Timing is a concern because we might lack the ability to rally the troops in the summer and in September we start the consulting process and then we get into stewardship. All of these things need to coincide with one another. We also need to make sure we aren't going to the same people for special requests.

E. Closing

1. Dick S. closed with a prayer.